

-Advt- OS-A/90/2024

06.08.2024

WALK- IN – INTERVIEW FOR
Assistant Purchase Officer
(On contract Basis through
Principle Security & Allied Services Pvt. Ltd.)

An outsourced Contractor for Manpower Services, looking for Assistant Purchase Officer to be placed on contract at Tata Memorial Centre- ACTREC, Kharghar, Navi Mumbai-410 210 detailed as below :

ESSENTIAL QUALIFICATION & EXPERIENCE: Graduate from a recognized university with Post graduate degree / Masters in any field / Diploma in Material Management from a reputed institution. The candidate should have 2 year of relevant experience. Candidate should be well versed in process of issuing AMC/CMC contracts, work & repair orders, preparing Rate contract tender documents, finalizing terms and conditions, sending enquiries and tender documents process involved in issuing contracts and work orders, timely renewals of AMC/CMC contracts, etc. Candidate should maintain detailed record and warranty and post warranty services and maintenance of equipment and subsequent AMC/CMC/ repairs expenditure throughout the lifetime of equipment.

AGE : Up to 30 Years (may be relaxed on experience basis)

CONSOLIDATED SALARY: ₹ 35,000/- p.m. to ₹ 45,000/- p.m.

DURATION: 6 months (Extendable as per requirement)

Candidates fulfilling above requirements may walk in for interview on **Friday, 9th August, 2024 at 3rd floor, Paymaster Shodhika, TMC-ACTREC, Sec-22, Kharghar, Navi Mumbai- 410210** along with Bio-data, recent passport size photograph, scanned copies of Aadhar Card, PAN CARD, ORIGINAL and Self Attested copies of qualification certificates and experience certificates.

Reporting Time: 11:00 a.m. to 11:30 a.m.

Sd/-
Supervisor